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**Date:** 9/12/2014 4:24:11 PM  
**Subject:** FOIA from Jamie Self, The State

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Staff,

Our office has received three FOIA requests from Jamie Self with *The State*. You will need to conduct your own search and provide us with your records no later than **next Friday, September 19<sup>th</sup>**.

- (1) **Emails/letters/memos/etc. sent or received in reference to “Timothy Ray Jones and the deaths of his five children”** – print these records, one-sided without staples. **If you have a high volume of records, let us know BEFORE you print them.**
  - a. Provide the amount of time it took you to search, locate, or identify these records.
  - b. Provide the amount of time it took you to copy these records.
- (2) **Emails/letters/memos/etc. sent to or received from any employee(s) at DSS from August 1, 2013 to September 12, 2014** – print these records, one-sided without staples. **If you have a high volume of records, let us know BEFORE you print them.**
  - a. Provide the amount of time it took you to search, locate, or identify these records.
  - b. Provide the amount of time it took you to copy these records.
- (3) **Emails/letters/memos/etc. sent to or received from any employee(s) at DSS from August 1, 2012 to July 31, 2013** – print these records, one-sided without staples. **If you have a high volume of records, let us know BEFORE you print them.**
  - a. Provide the amount of time it took you to search, locate, or identify these records.
  - b. Provide the amount of time it took you to copy these records.

*Each staff member is responsible for complying with FOIA and conducting his or her own, individual search of his state emails and personal email records related to state business. Any staff member who does not submit a response will be considered not to possess records related to this request. If you have any questions, please let us know.*

Thank you,

Rebecca

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